

Custodial, Labor and Trades Group
Maintenance and Plant Operation Series

AUTOMOTIVE MAINTENANCE TICKET WRITER*Summary*

Under general supervision, prepares job orders on vehicles to be repaired and maintains vehicle service and repair records; and performs related work as required.

Typical Duties

Writes shop job orders on all vehicles requiring any form of maintenance; maintains log of repair orders; coordinates with maintenance supervisors for pre-maintenance and post-maintenance checks; maintains vehicle service and repair charts; maintains flow charts on vehicle maintenance up to date at all times; coordinates repairs required as result of operator defect cards; receives and coordinates road call repairs and related vehicle replacement; keeps records of service calls and work orders.

Minimum Qualifications

Training and Experience: Graduation from High School or G.E.D. and two years experience in automotive vehicle maintenance or with automated automotive parts inventory systems; or and equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of automotive mechanics; some knowledge of automotive components and their functions; some knowledge of automated inventory and reporting systems.

Ability to operate a PC or computer terminal; ability to follow oral and written instructions; ability to maintain repair and time records; ability to work with numbers; ability to establish and maintain effective working relationships with fellow employees.

Physical Requirements: Stooping, kneeling, bending and standing.

Director of Personnel

Department Head